

GENERAL INFORMATION FOR CMEA BAY SECTION APPRENTICES

Often questions are asked regarding the CMEA Bay Section apprentice process. First, it should be noted that this process in no way indicates that you are in need of learning how to adjudicate. It is done so that you are familiar with our adjudication process. We strive to have every one of our adjudicators follow the same procedure when adjudicating. You may read details regarding this process in our Handbook, under “Adjudication” or on our website at cmeabaysection.org.

You are required to be an active member of California Music Educators’ Association (CMEA) at all times.

Some of the frequently asked questions will be addressed as follows:

Dress: we request that our adjudicators wear the professional attire they would wear at work.

Reporting time: all adjudicators are required to report to the Festival Headquarters at least 30 minutes prior to the performance of the first entry.

Required equipment: for solo-ensemble festivals there is no required equipment. For large group festivals each adjudicator is required to furnish his or her own digital recorder capable of using a standard SD card and four cards for that recorder (these will be returned to the adjudicator for future festivals). Be sure to label each SD card with your name and number them 1 through 4.

Meals: meals will be furnished free of charge for festivals running over the lunch hour and/ the dinner hour.

Mileage and Pay: Apprentices will not receive pay for their initial apprentice day for each area interested in adjudicating; however they will receive mileage from their home to the festival site and return (a form will be furnished, along with a W9 form after the apprentice day is completed).

Employment status: all adjudicators are employed as independent contractors. Pay scale is \$425.00 for a full day and will be mailed to the adjudicator shortly after the completion of the festival. Regular adjudicators do not receive mileage or any stipends to cover other expenses (housing, additional meals, etc.).

Festival information: each site host will send information (via USPS or email) to all assigned adjudicators and apprentices several weeks prior to the festival. This information will include reporting time and place, directions to the festival, the schedule of performances, a list of all of the adjudicators (to assist if car pooling if desired), and other applicable information.

Apprentice process: Each apprentice will be assigned to a mentor who will work with him/her during the apprentice day. The apprentice will sit alongside the mentor during the festival and will ideally eat their meal next to the mentor so that they may discuss the day's activities. Each apprentice is required to spend a full festival day for each area desired to adjudicate (band/orchestra – one day; choral – one day; jazz – one day; solo-ensemble – one day). For solo-ensemble festivals the apprentice will observe the mentor conducting the adjudication process (we encourage all adjudicators to adjudicate a variety of instruments/voices) and then will actually conduct the process with several entries. The apprentice will complete a rating sheet for each entry, however, only the mentor's rating sheets and ratings will be used. For all other festivals the apprentice will make comments into his/her recorder during the performance and will complete a rating sheet for each group. This will take place half of the festival day. The other half will be observing the sight-reading and clinic process. The apprentice will actually conduct several clinics and sight-reading sessions, but only the mentor's and/or sight-reading adjudicator's SD cards, rating sheets, and ratings will be submitted to the Festival Headquarters. It is recommended that the mentor take the apprentice's rating sheets and one or more SD cards home to evaluate (to be returned to the apprentice via USPS).

Follow-up: The mentor is required to submit a written evaluation of the apprentice's work to the Adjudication Director. At the conclusion of the festival season the Adjudication Director will make a recommendation to the CMEA Bay Section Executive Committee, who will then accept or reject the apprentice based upon the information submitted to them. Shortly after that meeting the apprentice will be notified of the Committee's decision.

Continuance as an adjudicator: All adjudicators receive an email in early September of each year indicating the dates of various Bay Section festivals. Each will indicate the dates they are available and submit this form before October 1st. Assignments are then made as follows: jazz festivals in November band, orchestra and choral in December, and solo-ensemble in January. Festival assignment notices are sent via email, asking that recipients' respond within a week.

Additional questions: please feel free to contact me if you have any additional questions.

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